

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

**SKILLED NURSING FACILITY ADMINISTRATOR**

**WEST LOS ANGELES - CALIFORNIA**



**Governor's Exempt Appointment**

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. SUCCESSFUL COMPLETION OF LIVE SCAN AND A PRE-EMPLOYMENT PHYSICAL SCREENING (INCLUDING DRUG TESTING FOR CERTAIN CIVIL SERVICE CLASSIFICATIONS) WILL BE REQUIRED.

**EMPLOYMENT OPPORTUNITY**

**FINAL FILING DATE:**

Open Until Filled

**SALARY:**

Exempt Level J - \$7,984.00 - \$8,634.00 Monthly

Please Note: The salary listed for this exempt appointment will be reduced by 4.62% based on the provisions of the 2012 Personal Leave Program. However this position includes all State benefits; i.e., Medical, Dental, and Vision Insurance, and retirement options which are not included in stated salary.

**LOCATION:**

Veterans Home of California – West Los Angeles  
11500 Nimitz Avenue  
Los Angeles, CA 90049

**WHO SHOULD APPLY:**

Nursing Home Administrator with a degree in Health Care Administration. Current State of California Skilled Nursing Facility License required. Eligible honorably discharged veterans are encouraged to apply.

**DUTIES:**

Under general direction, this position reports to the Administrator of the Veterans Home of California, West Los Angeles and Governing Body. In collaboration with clinical managers, administers and manages skilled nursing. The individual is responsible for securing and/or maintaining the licensure of the skilled nursing facility at the Veterans Home. Major functions include, but are not limited to:

- Working in collaboration with the clinical managers, developing the strategic plan, operation plan, and policies and procedures for the Skilled Nursing Facility (SNF). Providing functional supervision and ensuring through delegated authority that the SNF and continuously meets all regulatory requirements and are prepared for certification and licensure surveys.
- Participating in the decision-making structure of the facility representing the SNF with the administrative team. Monitoring of the annual budget to ensure proper spending controls as well as appropriate resource allocation.

- Utilizing the civil service process, ensuring that qualified staff are selected, trained, and provided feedback to carry out the mission and operative plan of the SNF. Serving on quality care committees and assisting in evaluating quality improvement efforts, activities, and projects.
- Supporting the use of technology and information systems to ensure the collection of clinical information regarding care and seek to improve the efficiency of the SNF.
- To monitor the performance of contracts relative to services needed to support resident care.

The candidate must also have the ability to understand and comply with a complex system of laws and regulations to include: Health and Safety Code-Division 2 Chapter 3.3, Welfare and Institutions Code-Division 9 Chapter 8.7, Title 22 –Division 1.8 Chapter 1.5 (Department of Aging Regulations), Title 22-Division 3 Chapter 5 (MediCal Certification Regulations), Title 22-Division 5 Chapter 10 (Licensing Regulations).

A preliminary review of all applications will occur by an Executive Screening Committee. Only the most qualified candidates will be invited for interview. A recommendation will be made to the Governor's Office for appointment to this Exempt position.

All interested applicants must file a standard state application (Form 678), resume and a separate "Statement of Qualifications" specifying how the candidate's background and experience relates to the applicant's ability to perform in the specified position. The "Statement" should be no more than three pages in length. **Submit these documents to:**

Veterans Home of CA – West Los Angeles  
Attention: Sonia Bogarin, Personnel Officer  
Human Resources  
11500 Nimitz Avenue  
Los Angeles, California 90049

**IN ADDITION**, YOU MUST SUBMIT THE ON-LINE GOVERNOR'S APPOINTMENT APPLICATION, LOCATED AT [HTTP://WWW.GOV.CA.GOV](http://www.gov.ca.gov) DIRECTLY TO THE GOVERNOR'S OFFICE.

**Questions** regarding the application process may be directed to: [Sonia.Bogarin@calvet.ca.gov](mailto:Sonia.Bogarin@calvet.ca.gov) or (424) 832-8220.

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device. (800) 735-2929.

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